

1 April 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 1 April 1977

25X1A 1. Recruitment of Engineers: Recruiter []
[] visited the office of General Electric officials in Philadelphia on 29 March to follow up on the review of resumes of those engineers who are involved in a reduction-in-force. He is specifically looking for engineers who may qualify for DDS&T or Office of Logistics openings.

25X1A 2. Advertising: [] the account executive for [] advertising firm who handles the CIA account, traveled here from New York on 23 March to meet with Recruitment Division officials to discuss the account and projected minority recruitment advertising. She explained that they value highly their relationship with CIA even though our account is a modest one.

3. Rehired Annuitants: The semi-annual report on rehired civilian annuitants has been forwarded to the DDCI.

4. Clandestine Corps: We have received our first request for the preparation of a contract for a contract employee being hired by the Clandestine Corps. The contract, to be effective 1 April 1977, will run through 1 July 1977. This time period will cover the employee's training period. If the training is successfully completed, the contract will be extended.

5. Handicapped and Disabled Veteran Programs: The Coordinator for the Handicapped Program and the Disabled Veteran Program has forwarded a request to the President's Committee on Employment of the Handicapped for about 1000

copies of their publicity booklet concerning this year's annual meeting. That Committee has asked agencies to publicize the meeting by posting the booklets in places where employees would be able to pick them up. We have contacted offices in the various Agency buildings and have arranged for central distribution points.

6. Recognition for Agency Reservists: Members of the Agency Air Force Reserve Unit who are attached to the Air Force Intelligence Service/Reserve (Detachment 28) for training have been awarded an Air Force Organizational Excellence Award for exceptionally meritorious service from 18 January 1974 through 17 January 1976.

7. Supergrade Study: Considerable time has been expended in compiling a list of supergrade, executive and SPS positions and collecting position descriptions in response to a requirement levied on the DDCI by the Intelligence Community Staff.

8. Savings Bonds Drive: U.S. Savings Bonds literature was mailed to 386 Agency vice-chairpersons and keypersons in preparation for the forthcoming Savings Bonds Campaign from 4 through 29 April. A Savings Bonds flyer will accompany the statement of earnings issued to employees next pay day (8 April). Mr. Gilbert Goff of the U.S. Treasury Department will address a kick-off rally in the Headquarters Auditorium at 2 p.m. on 4 April.

9. Educational Aid Fund: A record number of 297 EAF applications has been distributed, with 126 of these issued to applicants applying for the first time.

10. Physical Fitness Room: The Physical Fitness Room is undergoing an extensive "spring cleaning." The area was closed on 31 March for painting and will be closed all day Saturday, 2 April, when a crew will give it extensive heavy cleaning. Other improvements are planned for the near future, including retiling of the floor and improved lighting. A section of the running track is to be repaired while possible renovation of the whole track is under study.

Coming Events:

1. The DDCI, Mr. Knoche, is scheduled to address the Agency's Reserve Unit at 1745 hours on Monday, 4 April, in the Headquarters auditorium.

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2. Range firing for Agency military reservists will be conducted at Fort Meade, Maryland, on 7, 14 and 21 May 1977.

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3. [] of our Plans Staff has scheduled special briefings (for non-OP employees) concerning psychological testing on 12 April at Headquarters and 13 April at the Ames Building. The presentations will be made by the Psychological Services Staff/OMS.

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F. W. M. Janney

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